

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE**  
**QUARTERLY MEETING – October 24, 2012**  
**Northeastern Illinois University**

Chair Julie Benedict called the meeting to order. Roll call was taken, and a quorum was present.

**Present:** Mike Aper, Maureen Bendoraitis, Julie Benedict, Michael Diiacova, Gary Fry, Dena Gary, Darlene Kendall, Kim Kirchner, Paul Kruszynski, Rick Marr, Cris Milliken, LaTania Milner, Vicki Nelson, Michael Pulley, David Ryan, Peter Skrypkun, Andy Small, and Glenn Warfield

**Absent:** Denise Rothenbach

**Welcome**

Paul Kruszynski welcomed everyone to the Northeastern campus. University President Sharon K. Hahs will speak to the committee later this morning.

**Minutes**

Cris Milliken motioned and Dave Ryan seconded to approve the minutes from the July, 2012 meeting. A roll call vote was taken.

Mike Aper	Aye		Darlene Kendall	Aye		Michael Pulley	Aye
Maureen Bendoraitis	Aye		Kim Kirchner	Aye		Denise Rothenbach	Absent
Julie Benedict	Aye		Paul Kruszynski	Aye		David Ryan	Aye
Larry Curtis	Aye		Rick Marr	Aye		Peter Skrypkun	Aye
Michael Diiacova	Aye		Cris Milliken	Aye		Andy Small	Aye
Gary Fry	Aye		LaTania Milner	Aye		Glenn Warfield	Aye
Dena Gary	Aye		Vicki Nelson	Abstain			

Motion passed. Minutes Approved.

**Review of Correspondence** – none

**Public Comments** – none

**Report of Chair – Julie Benedict**

Chair Benedict gave the EAC report at the 8/22/2012 Merit Board Meeting. Chair Benedict voiced EAC support of revision to rule 250.30 giving PAA (Principle Administrative Appointment) exemption authority to the State Universities State Civil Service System Office. A representative from APAC (Academic Professionals Advisory Council) voiced objections that SUCSS does not have the time and is not equipped to make exemption decisions.

Chair Benedict encouraged communication between EAC and merit board members. The next merit board meeting is November 14, 2012. Members were encouraged to attend.

The meeting was suspended with the arrival and introduction by Paul Kruszynski of Northeastern Illinois University President, Sharon K. Hahs. President Hahs welcomed the committee to NEIU. She expressed pride in the facts that NEIU's diverse enrollment is #1 in the Midwest and Newsweek ranked NEIU sixth in the top ten of best small university investments.

A boxed lunch was provided.

## **SURS Report – Larry Curtis**

There were 2470 retirement applications in June, 79%, and July. Of 14,000 Tier II employees, the majority, 48% defaulted to the traditional plan. Of plans elected, 11% were the traditional plan, 24% the portable plan, and 17% the self managed plan. A survey is being conducted at UIUC by Jeff Brown as to why default? SURS also conducts a survey.

HB 4996 will limit the re-employment of individuals receiving an annuity from the State Universities Retirement System (SURS) to 18 paid weeks and 40% of pre-retirement salary. When service and compensation exceed those limits, the University will be required to pay SURS a contribution equal to the amount of the individual's annual annuity. Re-employed annuitants paid from Federal, trust, foundation, or corporate funds, or from a State grant in which they have been named the principal investigator, will be exempted from these restrictions. The rule does not apply to extra help retirees.

An administrative rule draft will probably go to JCAR in early 2013.

Pension reform will result in new programs. A Tier III is possible. In Tier II, 200 programs would be affected. SURS hopes programs would not be effective for one year. A lot needs to be taken into consideration.

2.7% positive return on investments.

Question asked re: SURS position on IL constitution amendment 49 to require a 3/5 majority on pension increases. SURS – vote NO

## **Report of Executive Director – Tom Morelock**

- a. Update on proposed rule revision** – There were many questions and comments from JCAR (Joint Committee on Administrative Rules). JCAR wants consensus and more specificity. An amended version will be presented at January Merit Board Meeting to approve for second notice.

There is confusion with APAC. The U of IL uses term AP (Academic Professional). The appropriate term is PAA (Principle Administrative Appointment). APAC members should not be faculty members.

All positions are civil service unless exempted due to job descriptions. This should be determined at the beginning of the employment process not at the end.

Another misconception is that civil service employees are harder to terminate than contracted employees.

Chair Benedict encouraged members to check their respective campus audits.

- b. Rehiring Retirees** – SURS and SUCSS are working together. There currently is no rule. What to do is uncertain. Establishing procedures and rules will take time.
- c. Demonstration Project** – Merit Board Approved to go into effect July 1, 2012. Several universities are participating and data will be collected. Specialty factors will be tracked.

The project could lead to a rule or statute change. Applicants with the top three banded scores will be interviewed. Applicant pools will be compared for diversity. The six job classifications are: Accounting Associate, Business Administrative Associate, Human Resource Associate, Information Technology Manager/Administrative Coordinator, Information Technology Technical Associate, and Information Technology Support Associate.

- d. **Joint Training Program UIC/SUCSS** – A training session presentation is possible at next meeting. The first level of training is at HR level, second is HR contacts at dept. level. Final level is Deans and Chancellors. 80% of employment process is unrelated to SUCSS.
- e. **Audit Update – Cindy Neitzel** UIUC and UI Medicine Peoria are final. UIC, ISU, GSU, SIU-SOM are in draft stages. SURS and College of Medicine Rockford are to be done in January. UIC has had 400-500 conversions from PAA to CS. Current findings from UIUC are not good.
- f. **Classification Plan Update – Jeff Brownfield** Veterinarian series, benefit counselors, and child development series is on hold. DCFS changes will affect child development series. Cooks and Food Service to combine. Housing Maintenance-CJASI, Pipefitters and Refrigeration Mechanics are in pretest phase.

**Question asked why pretest?** Pretests are given to be sure current employees can pass test. They validate current skills and capture new ones needed for new applicants. When combining two classes, each class's knowledge of specialty factor to be added is checked. Specialty factors possession can supersede seniority. Specialty factors should be listed on job postings and in job descriptions. Pretest scores are not placed on register and have no effect on employment.

Motion to adjourn was made by Dave Ryan and seconded by Michael DiIacova. Motion carried. Meeting adjourned.

***STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE***  
***QUARTERLY MEETING – October 25, 2012***  
***Northeastern Illinois University***

Chair Julie Benedict called the meeting to order. Roll call was taken, and a quorum was present.

**Present:** Mike Aper, Maureen Bendoraitis, Julie Benedict, Larry Curtis, Michael Diiacova, Gary Fry, Dena Gary, Darlene Kendall, Kim Kirchner, Paul Kruszynski, Rick Marr, Cris Milliken, Vicki Nelson, Michael Pulley, Denise Rothenbach, David Ryan, Peter Skrypukun, Andy Small, and Glenn Warfield

Discussion continued on topic of seniority and specialty factors. When a reduction would occur, employees with more certifications will move up. It is important for employees to report all certifications.

A job posting is not required. Employers have flexibility. Good managers are needed.

Concern was again expressed that pipefitters and refrigeration mechanics do not do the same thing.

Another concern vocalized was with registers of custom classes. They are voided after hire. Response was they do not have to be voided each time. This gives campus flexibility. The Business/ Administrative Associate could be voided after each hire due to different job duties of each position.

SIU-SOM has supplemental information for custom classes on HR website and civil service applications.

Departments may have 50 applicants referred then ask for supplemental information. This can be done prior to or at time of interview.

Mr. Morelock expressed the importance of a pretest for pipefitters. The exam includes welding, refrigeration, and pipefitting. Jeff Brownfield noted that UIC is different. They have engineers not shops.

The question arose as to why specialized training isn't offered to current employees as opposed to hiring someone new. Gary Fry offered to check when law became effective that crane operators must have federal certification.

- g. Legal Update – Abby Daniels** One discharge will come before the board at the November Merit Board Meeting. UIUC and SIUC both have pending charges. EAC role is to explain process not advocate. Avoid taking up the cause.

**SUCSS Quarterly Report** The report was reviewed. Copies could be printed from SUCSS website.

**Meeting Dates and locales for 2013** – These dates and locales were tentatively set;

January 10-11 at systems office hosted by UIUC

April 18-19 at SIUC

July 18-19 in Springfield hosted by SIU-SOM

October TBD by scheduling of Council of Councils, possibly Chicago State

It was suggested to schedule our meetings prior to Merit Board meetings. EAC comments are important at Merit Board meetings. Merit Board Meeting schedule is set at November meeting.

**Report of Executive Committee –Gary Fry-** Rick Marr was nominated and unanimously voted to take the Executive Committee seat vacated by Linda Wense. Mr. Marr agreed to take on secretarial duties of the committee.

Dave Ryan’s seat will need to be filled at the January meeting.

**Report of Legislative Committee - Peter Skrypkun-** Members were encouraged to watch legislation, one option being bill tracker on state of Illinois website, other options being websites of SURS, IBHE, and SUAA. Members were also encouraged to vote.

**Report of Election Committee – Maureen Bendoraitis-** Notification had been received the SUCSSAC election at UIC was being contested.

**Chair Benedict suggested topics for the next meeting’s agenda;** By-laws, guest speakers, meeting participation via other than physical means.

**Dave Ryan** who is leaving the committee was thanked for his years of service and presented with a plaque and cooking utensils.

**Topics suggested for a combined meeting with the HR Directors committee:** PAA, job analysis, collapse of classes, demonstration project, and internship program.

**Cost Saving Initiatives for Challenging Times Topics discussed;** tiered parking, vacation accrual rates, Exempt vs. non-exempt, ideas for assisting lower paid employees; fundraising, staff scholarships, academic fund, civil service fund, shared benefits, and welfare fund.

Dave Ryan motioned to adjourn. Michael DiIacova seconded the motion. Motion carried. Meeting adjourned.

Respectfully submitted,

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Kim Kirchner, Secretary

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Julie Benedict, Chair

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Date